

EXHIBIT A



CLASS SPECIFICATION

CLASS TITLE: RISK MANAGER

DEFINITION:

Under general direction the Risk Manager plans, organizes, conducts, and coordinates the City's comprehensive risk management program and activities; manages and administers the City's employee health, safety, liability, property insurance and the self-insured workers' compensation programs; provides advice and education to City officials and employees concerning risk avoidance, retention and transfer; reviews and approves contracts for indemnification and insurance; reviews and approves insurance certificates and endorsements; serves as the City's liaison to and representative for joint powers risk sharing pool authorities and related organizations; coordinates and monitors third-party administrators; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This single-position classification that provides guidance over the City's risk management program and policies.

General direction is provided by the City Manager. May provide direct and indirect supervision over assigned staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Coordinates, organizes, and oversees the Citywide comprehensive risk management program. Evaluates liability to the City including but not limited to insurance risks, government claims, subrogation, worker's compensation, Americans with Disabilities Act (ADA) functions, and City health and safety.
- Advise departments regarding insurance contract requirements. Review contracts, leases, and purchase documents to reduce risk exposure through bonding or insurance requirements. Interprets and applies laws, regulations, rules and policies; monitors legislation and best practices; and reviews and analyzes rules and ordinances affecting the City's management of risk.
- Ensures compliance with state and federal rules and regulations applicable to the risk management program.
- Works with City staff to ensure implementation of risk programming. Meets with internal and external partners regularly regarding relevant complaints, investigations, incidents, claims, injuries, and process improvements.
- Coordinates with safety professionals to provide guidance to all City staff and assigned agencies on safety program development related to implementation, and on identifying, evaluating, eliminating, or reducing risks.
- Manages the risk management, safety, and worker's compensation budget. Selects and manages vendors to provide third-party services such as audit, consulting, investigations, coverages, claims management, and other related areas in the field of risk management.

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- Compiles and analyzes information and makes recommendations on potential changes to workflow processes to improve organizational efficiency and effectiveness, including proposed updates to operating policies and procedures; implements appropriate action plans.
- Represents the City with external boards or organizations as needed.
- Develops and implements training programs conforming to CAL-OSHA, ADA, FEHA, and other applicable rules and regulations.
- Attends settlement conferences and mediations on behalf of the City, represents the City in small claims court, attend closed sessions as requested, assist in facilitating after action assessments to manage/reduce risk in the future.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of public sector risk management including workers' compensation and public agency liability and claims management;
- Municipal, state, and federal regulations, laws, and decisions affecting municipal liabilities including ADA, Labor and Insurance Codes, Title II and Cal-OSHA standards;
- Financial, legal, and administrative requirements for implementation and administration of fully-insured and self-insured programs;
- Contract law as it relates to general liability, bodily injury, and claims adjustment;
- Insurance industry policies and procedures regarding claims and reserves, claims analysis, and adjustment techniques;
- Injury and damage claim investigation, procedures and practices of accident prevention and safety standards;
- General management including program planning, budgeting, implementation, and supervision;
- Research techniques, databases and resources, and report writing;
- English grammar, vocabulary, spelling, and punctuation;
- Modern office methods, technology, and procedures.

Ability to:

- Communicate effectively and concisely, both orally and in writing;
- Maintain the security of confidential or sensitive information;
- Work under pressure and meet deadlines;
- Analyze and interpret insurance policies, certifications and endorsements, legal documents, and reports;
- Evaluate and develop improvements in organizational operations, procedures, policies, and methods;
- Establish and maintain effective and respectful working relationships with City staff and consultants, elected and appointed officials, and colleagues in other agencies;
- Demonstrate discretion and tact when addressing sensitive situations with claimants, litigants, or other members of the public;
- Seek and learn relevant updates in the risk administration fields and incorporate the latest and most effective concepts;
- Learn, interpret, and apply relevant laws, regulations, policies, and practices that apply to the assigned topic;
- Support and promote the City's policies, goals, and vision.

Education and Experience:

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Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in risk management, business or public administration, or a related field applicable to the responsibilities and requirements of this classification. Possession of a Master's degree in risk management, business or public administration, is desirable.

Four (4) years of progressively responsible experience in risk management including safety, workers' compensation, and/or accident prevention and at least two years of supervisory experience.

Special Requirements:

Possession at time of hire and continued maintenance of a valid California Class C driver's license is required. An Associates' in Risk Manager (ARM), Certified Risk Manager (CRM), or equivalent designation is highly desired.

Employment Type: Full-Time Classified

Bargaining Unit: AMPX

FLSA Status: Exempt

Established: TBD